



# Tenant Planning Services

**THE EDGE** TO FINDING THE RIGHT SPACE FOR YOUR NEEDS & BUDGET

SAVE TIME AND MONEY WHILE CREATING A BETTER SPACE

**TERRY VANI**

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**FAST**



**AFFORDABLE**



**SOLUTIONS**

Tenant planning services offers you a fast, affordable solution to solve your client's issues

**TYPICAL LEASING SERVICES** ASK THE CLIENT HOW MUCH SPACE THEY WANT.

**TENANT PLANNING SERVICES** GUIDES THE CLIENT TO DETERMINE WHAT IS NEEDED



WE UTILIZE TODAY'S TECHNOLOGY TO CONNECT FOR PROMPT DESIGN AND REVIEW. YOU CAN VISUALIZE YOUR SPACE AND HAVE UP TO THE MOMENT INPUT REMOTELY.

Access From Anywhere

CONNECT REMOTELY TO REVIEW AND EDIT IN-PROCESS PLANS

# The Process

1

## VISUALIZE YOUR SPACE

Connect from your desktop or laptop. Avoid the extra time of a face-to-face meeting.

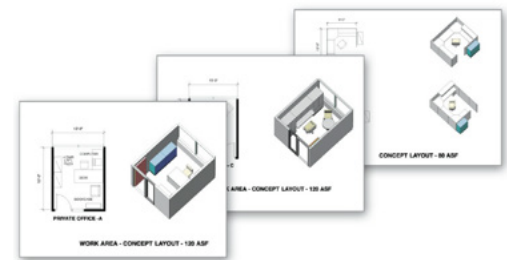


2

## CATALOG EXISTING CONDITIONS

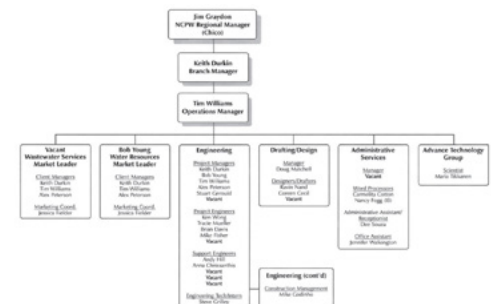
### A. Space Standards (Guidelines)

The tenant defines their requirement by linking job and room functions to space standards. By using existing space standards or creating new ones the planner develops a set of guidelines to be used during the test fit phase of the process.



### B. Org Chart

Our planner will collect from the tenant descriptive information on its staffing and the organizational structure. The planner will collect and organize everything from simple telephone directory, organizational chart, seating map, and floor plan, create a catalog as a reference tool for the next phase.



### C. Existing As-Built Plans

Our team will tour the client's offices and develop a survey evaluating the client's existing facilities. A plan of existing conditions is a helpful tool when creating standards and benchmarking existing space usage factors.



# 3

## ORGANIZE THE REQUIREMENT

### A. Personnel Count & Space Projections (spreadsheet)

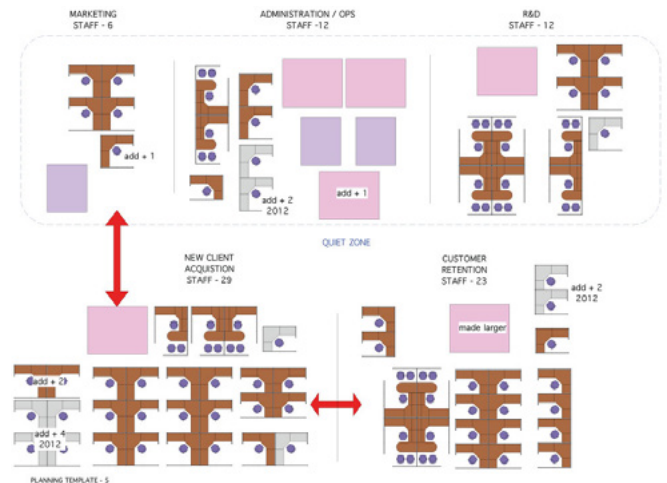
We drop all the information that we gather in terms of work area sizes, configurations, adjacent of work groups support spaces, space standards, questionnaire notes and future space requirements into spreadsheet creating a model of the space.

The Tenant can easily revise the model, aligning the total area required to their desired monthly rent budget.

### B. Planning Template

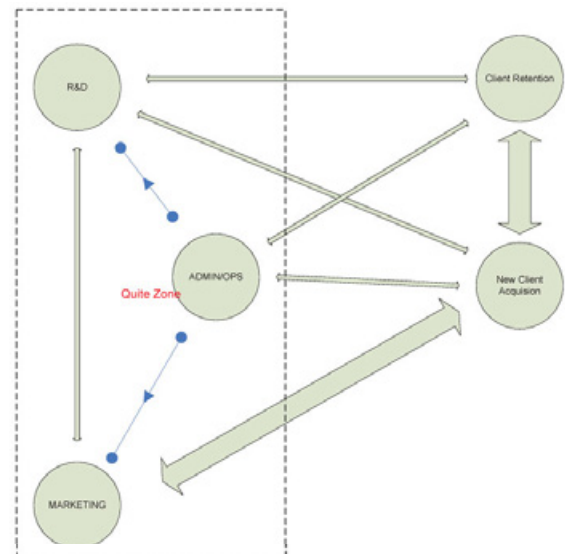
The template is a visual diagram of the data from the spreadsheet what allows the tenant to see the requirement in a plan view.

They are able to see workstations and room sizes to scale as a work group. Then, we move the work groups around to consider adjacency preferences.



### C. Adjacency/Blocking Diagram (Workflow)

In very large projects, adjacency diagrams are created to help organize the workflow. In the smaller requirements, the Planning Template itself becomes the adjacency/blocking diagram with notes reflecting any special needs.



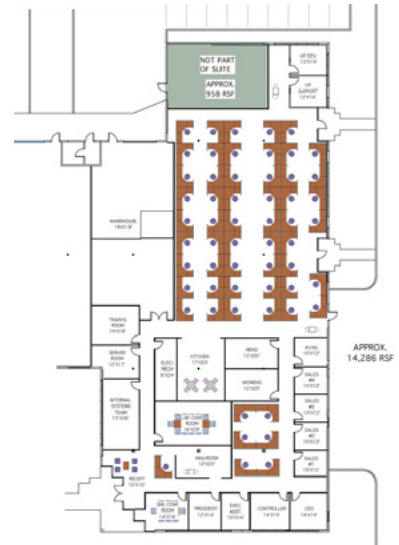


# 4

## TEST FIT THE POTENTIAL SPACES

### A. Test Fit Goal 1

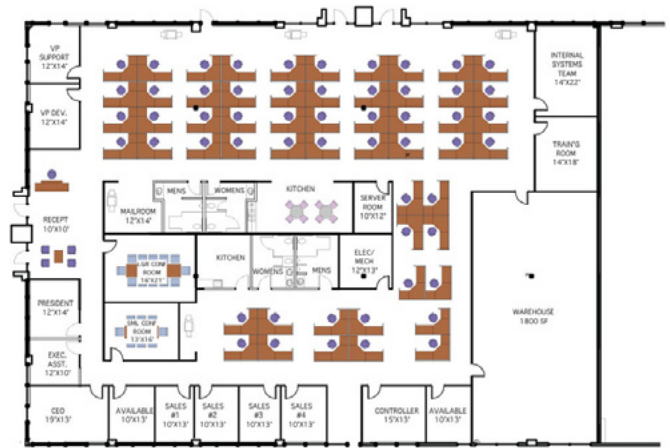
One major element of evaluating real estate options is the physical layout of the offices. We have found the real estate team is the first group that needs to have a complete view of the variables and options that impact the physical environment.



### B. Test Fit Goal 2

The features and limitations of each alternative become quickly evident when a consistent space requirement is applied to each alternative. The planner will provide as required:

- Compare usable and rentable areas
- Develop a summary of strengths and weaknesses
- Calculate by depths, window-line, window-spacing, column-spacing



### C. Test Fit Goal 3

The final step is the introduction and hand-off of the preliminary planning studies to the building architect. The process prepares and empowers the firms decision makers, providing the team with a clear view of the needs, goals, and expectations for a successful office layout.



# Testimonials

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## **SCOTT ELLIS SIOR**

EXECUTIVE MANAGING DIRECTOR | COLLIERS



Terry has been my secret weapon for the past 20 years and his services have helped me provide our clients an unmatched level of service. Terry's tenant services platform creates optimal concept plans for going to market and selecting office building candidates that best meet the tenant's pre-determined layout requirements. This process saves the tenant significant time and resources during their relocation process, and includes unlimited versions of tenant layouts in each space they are considering.

**Terry is paid same as the brokerage team, so his turnaround time is usually the same day. Tenants have no out of pocket costs and get unmatched services!**

## **MATT HURD**

SENIOR VICE PRESIDENT | COLLIERS



Once a tenant experiences Terry's services, **they demand it on every transaction moving forward. In my opinion, there is no greater testament to Terry's value.**

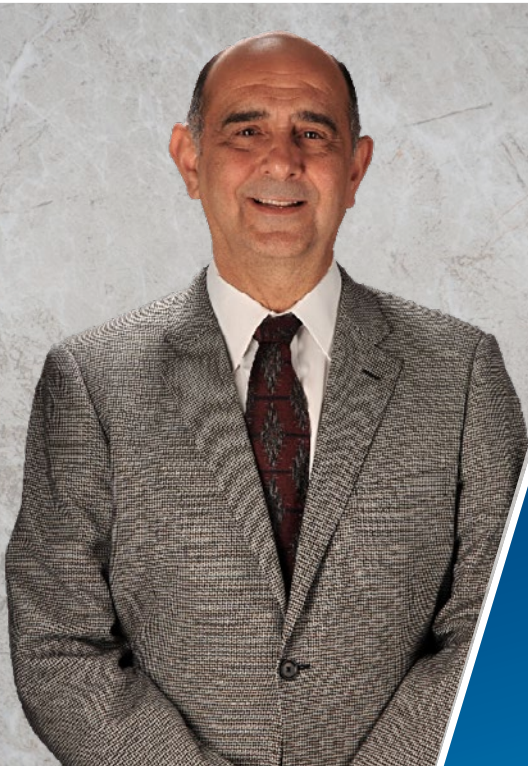
## **DAVID SQUIRE**

PORTLAND OFFICE BROKER

"I have been working with Terry Vani for over 22 years. He has been invaluable to me with my tenant representation business where we have completed over 400,000 sf of assignments and over 500,000 sf of Landlord representation. Terry provides the value-added approach that the sophisticated clients are demanding. From my standpoint, it is a "no brainer" to get Terry involved.

# Big Name Clients

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FOR MORE INFORMATION CONTACT:

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